

TOLEDO MUNICIPAL COURT-Probation Department  
CLASS SPECIFICATION  
**Probation Officer**

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Department: Probation Department  
Reports To: Probation Unit Supervisor  
Job Code: 8009  
Date Established: April 1, 1983  
Ordinance No: 248-83  
Salary Level: 10  
Salary Amendments: None  
Classification Last Revised and Approved: AUGUST 26, 2009

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**DEFINITION:** Works under the general supervision of the Unit Supervisor. Conducts presentence and other investigatory type investigations as ordered by the Court. Prepares written reports and makes recommendations. Monitors and supervises offenders referred by the Court, including reviewing terms of supervision, conducting risk assessments, and developing individual case plans with the offender. Conducts specialized probation programs as assigned (CSPP, CSO, WRP, ISP, and Alternatives).

**ESSENTIAL DUTIES AND RESPONSIBILITIES: GENERAL**

➤ **Conducts presentence investigations to formulate rehabilitation plan and recommends sentencing to the court.** Including, but not limited to, interviewing the offender for pertinent social history and their own version of the offense; investigating and reporting official details of the instant offense; conducting computerized criminal history record checks on a local, state and national level; obtaining an impact statement from victims of crime; interviewing families and other concerned citizens as appropriate; verifying current and past social service and treatment participation; analyzing investigatory materials to identify specific criminogenic risk and need; providing an in-depth standardized report which serves as a factual and evaluative case study; interpreting and applying Toledo Municipal Court guidelines and case law when developing recommendations; subscribing to the principles of restorative justice to make recommendations consistent with treatment, rehabilitation, and community safety needs; organizing and maintaining investigatory documents in one probation master file; providing updated reports to the Court as requested; inputting information into the probation software system; maintaining regular staffings with the unit supervisor; verifying and monitoring restitution orders; coordinating referrals for competency evaluations; preparing Motion to Seal reports; testifying in Court; completing any other duties as assigned.

➤ **Supervises offenders to assure compliance with Court orders.** Including, but not limited to, monitoring and supervising active and inactive offenders referred by the Court; conducting first interview appointments; explaining the terms and conditions of supervision; obtaining social history information from the offender; completing a standardized risk and need assessment; developing individualized case plans which address criminogenic risk and needs; monitoring

offenders through office visits, telephone contacts, social service contacts, criminal justice contacts, or any other type of collateral contact; maintaining strict offender contact standards in accordance with departmental policy; offering guidance and motivation to fulfill the orders of the Court; providing case management services to ensure compliance with treatment and special Court orders; coordinating referrals and utilizing community resources; monitoring and addressing drug testing results according to departmental policy; verifying and monitoring restitution orders; maintaining regular staffings with the unit supervisor; providing updated reports to the Court as requested; inputting information into the probation software system; completing any other duties as assigned.

➤ **Administers appropriate course of action for violation behaviors.** Including, but not limited to, investigating allegations of offender misconduct; monitoring criminal activity and adherence to Court orders; staffing alleged violation behavior with the unit supervisor; notifying the Court regarding alleged violation behaviors; preparing and submitting violation reports; making recommendations to the Court; subscribing to the principles of restorative justice and imposing progressive sanctions consistent with treatment, rehabilitation, and community safety needs; testifying in Court; providing other reports to the Court as requested.

➤ **Maintains accurate documents and records relating to the case history of the offender.** Including, but not limited to, maintaining a chronological log of all offender related activities; inputting all forms of direct and indirect contact information into the probation software system; organizing and maintaining pertinent records and documents in one probation master file; receiving, recording, and filing offender related information such as program updates, diagnostic reports, treatment reports, and drug testing results in the probation master file.

➤ **Miscellaneous duties.** Including, but not limited to, reviewing affidavits to determine Court orders; covering custody duties in the bullpen; arranging for the transfer of files to court as needed.

➤ **Other duties as assigned.** The Toledo Municipal Court Judges' Division retains the right to add, delete or modify the duties of this position at any time.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: SPECIALIZED PROGRAMS: Each program listed below is specifically assigned to a designated Probation Officer and may be rotated regularly. Specialized program duties are supplemental to the general duties listed above.**

➤ **COMMUNITY SERVICE PROBATION PROGRAM (CSPP).** Including, but not limited to:

- 1) Determining offender's eligibility for the CSPP program
- 2) Explaining relevant documents and terms of participation to the offender and ensuring that all relevant documents are completed and signed
- 3) Monitoring enrolled offenders to ensure successful completion of CSPP
- 4) Creating and maintaining CSPP records, files, and reports
- 5) Reviewing offender's pre-referral information and formulating referral plans to a "not-for-profit" agency for community service work

- 6) Assigning eligible offenders to compatible “not-for-profit” work sites. These referrals are based on the number of service hours ordered by the Court, availability of the host agency, as well as the offender’s geographical residence, work schedule, and accessibility to transportation
- 7) Maintaining working relationships with participating agencies to ensure offender’s successful CSPP completion
- 8) Verifying the payment of fees and/or required waivers
- 9) Generating and providing written CSPP work orders to the offender
- 10) Submitting reports to the Court if the offender fails to appear for the CSPP appointment or fails to complete the number of community service hours as ordered by the Court
- 11) Submitting affidavits to the appropriate Judge for issuance of a summons or bench warrant
- 12) Informing the Supervising Probation Officer of record regarding program non-compliance
- 13) Maintaining records for monthly and annual statistical reports
- 14) Providing coverage for other special service assignments within the unit
- 15) Completing any other duties as assigned

**➤COMMUNITY SANCTION OFFICER (EMU, KIOSK, ACTIVE AND INACTIVE CASES).** Including but not limited to:

- 1) Determining offender’s eligibility for program (EMU/Kiosk)
- 2) Explaining all relevant documents and terms of participation to the referred offender and ensuring all relevant documents are completed and signed (EMU/Kiosk)
- 3) Signing up, registering, and demonstrating to the offender how to use the Kiosk for the first time
- 4) Monitoring each enrolled offender to ensure successful completion of program (EMU/Kiosk)
- 5) Creating and maintaining program records and files (EMU/Kiosk)
- 6) Preparing program reports as required (EMU/Kiosk)
- 7) Arranging for the offender to be present at the CCNO/Electronic Monitoring Office for application of ankle bracelet (EMU)
- 8) Reporting offender’s status or problems to the appropriate judge (EMU/Kiosk)
- 9) Monitoring and reviewing assigned inactive supervision cases for compliance
- 10) Maintaining an active caseload of post-PV supervision cases in lieu of incarceration
- 11) Maintaining records for monthly and annual statistical reports
- 12) Providing coverage for other special service assignments within the unit
- 13) Completing any other duties as assigned

**➤WOMEN’S RISK PROGRAM (WRP).** Including, but not limited to:

- 1) Supervising a caseload of women offenders who are assessed as high or medium risk as per the Ohio Risk Assessment. The caseload may be adjusted according to department need
- 2) Conducting or reviewing the Ohio Risk Assessment and the UC/NIC Women’s Trailer Assessment
- 3) Developing individualized case plans to address criminogenic risk and needs and making subsequent referrals
- 4) Explaining to the offender the terms of supervision compliance
- 5) Monitoring each offender to ensure successful completion of court mandates, special conditions, and program referrals

- 6) Guiding and motivating offenders to ensure successful completion of supervision
- 7) Conducting office, telephone, social service, criminal justice, and collateral contacts according to departmental policy
- 8) Obtaining monthly verification of all treatment referrals and case plan compliance
- 9) Documenting activity of the offender in the probation software system to create a record of WRP participation
- 10) Creating and maintaining detailed case notes, records and files associated with the program
- 11) Providing feedback to the Court on the status of the WRP offenders
- 12) Maintaining various daily, monthly, and annual statistical/data reports and other program reports as required
- 13) Maintaining working relationships with community referral sources in order to ensure offender's successful WRP completion
- 14) Completing any other duties as assigned

➤ **INTENSIVE SUPERVISION PROGRAM (ISP).** Including, but not limited to:

- 1) Assessing eligibility of offenders referred by the Court or Probation Officer
- 2) Explaining the terms and conditions of ISP probation to the offender
- 3) Processing ISP offender onto the Voice Track Curfew System
- 4) Developing individualized rehabilitation plans to address criminogenic risk and needs and making subsequent referrals
- 5) Guiding and motivating each ISP offender to successfully complete the ISP program
- 6) Monitoring each ISP offender to ensure successful completion of the ISP program through office visits, telephone contacts, social service contacts, criminal justice contacts or any other type of collateral contact
- 7) Maintaining strict offender contact standards in accordance with departmental policy and CCA audit standards
- 8) Documenting activity of ISP offender in the probation software system in order to create a record of ISP participation
- 9) Creating and maintaining records and files associated with the ISP program, including downloading and entering CCIS data from the Internet
- 10) Providing frequent feedback to the Court on the status of ISP offenders
- 11) Maintaining various daily, monthly and annual statistical or data reports and other program reports as required
- 12) Maintaining working relationships with CCNO in order to ensure offender's successful ISP completion
- 13) Processing Court Addiction Diversion (CAD) Program referrals from area courts, jails TASC, and drug treatment agencies by following established court system protocol. This includes coordinating CAD evaluations, completing and sending out required forms, and explaining CAD Program procedures to offenders
- 14) Overseeing, coordinating, and monitoring Court, TASC, and probation officer referrals to the 408 Diversion Program
- 15) Providing coverage for other special service assignments within the unit
- 16) Completing any other duties as assigned

➤ **ALTERNATIVES PROGRAM.** Including, but not limited to:

- 1) Evaluating offender eligibility for enrollment into the Alternatives program
- 2) Verifying restitution as appropriate
- 3) Explaining the Alternatives program to offenders
- 4) Coordinating offender payment for Alternatives program
- 5) Conducting small group programs using various adult educational strategies
- 6) Providing individualized programs as necessary
- 7) Monitoring and overseeing the on-line Alternatives program
- 8) Utilizing post-questionnaires to measure the effectiveness of educational sessions
- 9) Monitoring and recording offender attendance
- 10) Confirming adherence to program requirements
- 11) Submitting reports to Court regarding program completion or non-completion
- 12) Making recommendations to the Court regarding the Sealing of Records
- 13) Maintaining records for monthly and annual statistical reports
- 14) Providing coverage for other special service assignments within the unit
- 15) Completing any other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

***Knowledge of:***

- Knowledge of Municipal Court operations and Probation Department policies and procedures, including CSPP, Community Sanctions, Electronic Monitoring, Women's Risk, ISP, and Alternatives programs
- Knowledge of investigative procedures and probation supervision techniques
- Knowledge of counseling techniques and psychology of human behavior
- Knowledge of community assistance agencies and community resources available to which litigants and defendants may be referred
- Knowledge of effective written and oral communication techniques and practices, including spelling, grammar and punctuation
- Knowledge of record systems and maintaining updated/current records
- Knowledge of NORIS applications, LEADS, Probation software and MS Windows/Word/Outlook
- Knowledge of legal/probation terminology and federal, state and municipal laws and ordinances pertaining to probation supervision

***Skill in:***

- Skill in conducting risk assessments
- Skill in interviewing offenders
- Skill in guiding and motivating offenders
- Skill in identifying options to remedy non-compliant behavior
- Skill in organizing and maintaining information/records, and compiling and analyzing information/statistics

- Skill in verbal communication
- Skill in written communication, including proofreading
- Skill in analyzing problems and recommending corrective action
- Skill in conducting group meetings effectively
- Skill in operating standard office equipment
- Skill in organizing work activities
- Skill in dealing with the public and establishing and maintaining effective working relationships

***Ability to:***

- Ability to motivate offenders to comply with court orders
- Ability to maintain self-control under stressful conditions, including the ability to effectively communicate with upset, angry or frustrated individuals and individuals accused or convicted of crimes
- Ability to effectively interact with the public, staff and attorneys
- Ability to interact in a courteous and professional manner with diverse populations, including but not limited to judges, co-workers, other departments/agencies, and customers (including attorneys, defendants, victims, offenders, and their families)
- Ability to listen to individuals to obtain information necessary to provide meaningful and accurate assistance
- Ability to write documents that are clear and concise and effectively express ideas
- Ability to operate a computer, including the ability to run, read and interpret LEADS reports, and keyboarding skills
- Ability to read and comprehend written material, including case entries and other legal documents
- Ability to create, maintain and use filing system, collect and summarize statistics/information, and prepare reports
- Ability to correctly interpret and apply court and Probation Department policies and procedures
- Ability to document work activities, prioritize work tasks, manage time and meet deadlines
- Ability to testify in court when needed
- Ability to work outside regular work hours when needed

***Personal Characteristics of:***

- Other – Sensitivity to limitations of others that affect and influence methods of communication, cultural sensitivity, attention to detail, dependable, diplomatic, and professional

## **MINIMUM QUALIFICATIONS:**

- Education: Bachelor Degree in counseling, social work, psychology, criminal justice, or related field required.
- Availability: Must be able and available to work during the department's business hours on the days required.
- Experience: Two years work experience in counseling, social work, criminal justice or related field is required, preferably with one-year work in probation.
- Background: May not have prior convictions that would, or appear to, adversely affect a probation officer's ability to supervise probationers, including monitoring and enforcing compliance with the court's sentence. Convictions, including but not limited to, of crimes involving fraud, theft, or crimes involving violence or weapons are incompatible with the position of probation officer. Must be LEADS certifiable.

## **ENVIRONMENTAL FACTORS AND PHYSICAL DEMANDS:**

The physical demands and work environment described are representative of those associated with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- An employee is regularly required to read typed and handwritten documents.
- An employee is regularly required to sit up to 70% of workday.
- An employee is regularly required to walk and stand. May involve manipulating up to 10 pound items.
- An employee is regularly required to keyboard.
- An employee is frequently required to communicate orally.
- An employee may be at risk for blood/air-borne disease/pathogens.